

CLASS TITLE: Offset Press Operator

CHARACTERISTICS OF THE CLASS: Under general supervision, operates and maintains multicolor capable offset printing presses; and performs related duties as required.

ESSENTIAL DUTIES: Operates programmable and manual web or sheet-fed offset printing presses to print multicolor copy from lithographic plates; reviews work orders to determine quantity to be printed, colors and special printing instructions; prints various materials requiring close registration of two or more colors of ink; examines printed copy for ink density, position on paper, and registration and makes adjustments to press throughout production run; fills ink and dampening solution fountains and adjusts controls to regulate flow of ink; conducts preventative maintenance and performs routine repairs on related reprographic and bindery equipment.

RELATED DUTIES: May train technical staff in the operation, adjustment and maintenance of multicolor capable printing equipment; may load paper into feeder or install rolls of paper and make adjustments to feeder and delivery mechanisms.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of progressively responsible offset printing experience, or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skills: Good knowledge of the operation and maintenance of offset printing presses. Good knowledge of reprographic terms and practices. Good knowledge of the techniques used in printing with multiple ink colors.

Ability to operate programmable reprographic machinery. Ability to instruct technical staff in the operation of offset printing presses. Ability to perform routine repairs on related machinery. Ability to interpret and execute job specifications and special printing instructions.

Skill in the operation and maintenance of offset printing presses. Skill in printing with multiple inks.

CLASS TITLE: Offset Press Operator (Cont'd)

Physical Requirements. Ability to frequently lift and carry stock weighing up to thirty-five pounds.

Working Conditions. May be exposed to fumes, dust and noise.

Equipment. Small offset printing presses.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 1999